

IPDLN Director

Role Statement

1 Background and purpose

The International Population Data Linkage Network (IPDLN) facilitates communication between centres that specialise in data linkage and users of the linked data. The producers and users alike are committed to the systematic application of data linkage to produce community benefit in the population health and health-related domains.

Since its formation in 2008, IPDLN has grown steadily. As of June 2022, IPDLN had more than 1,000 members from 55 countries.

2 Role

The Director will lead the IPDLN and its activities. They will chair the IPDLN Executive Committee and be responsible for hosting the IPDLN 2024 Conference. It is expected that the Director will come from a public sector organisation. They will:

- 2.1 Lead the strategic direction of the IPDLN.
- 2.2 Chair the IPDLN Executive Committee to meet the objectives identified in the Executive Committee Terms of Reference.
- 2.3 Conduct the biennial elections for the IPDLN Director and the Executive Committee.
- 2.4 Lead, manage and deliver the IPDLN biennial Conference.
- 2.5 Increase membership and member diversity with a focus on countries that are not currently represented.
- 2.5 Promote international collaboration by helping members of the IPDLN community make connections with members in other countries.
- 2.6 Support engagement of members and member organisations between IPDLN conferences so the network is continuously active.
- 2.7 Explore opportunities to facilitate research, meaningful partnerships and collaborations between member organisations through joint projects, MOUs, shared learnings etc.
- 2.8 Manage and administer the IPDLN website including content, hosting fees and membership management.
- 2.9 Manage and create social media content to engage members and promote the Network.
- 2.10 Facilitate and manage the handover of the IPDLN Network processes, websites, social media, documents etc. to the incoming Director.

3 Strategic Partnership

- 3.1 Renew and manage the MOU with the International Journal of Population Data Science.
- 3.2 Represent the IPDLN on the Editorial Board of the IJPDS and ensures MOU outcomes are met.

4 Secretariat Support

- 4.1 The Director will provide administrative resources to support the functions identified in Section 2, Roles above.

5 Financial Responsibility

- 5.1 The Director and their host organisation has sole financial responsibility for the biennial conference, IPDLN website(s) and any other activities or campaigns undertaken during the term of appointment.

6 Membership

- 6.1 The Director must be a member of the IPDLN for the duration of their term

7 Term of Appointment

- 7.1 The Director will be appointed for a two year term, from 1 January in Year 1 to 31 December in Year 2.
- 7.2 On completion of their term, the retiring Director will continue their membership of the Executive Committee for a further two year term.

Adapted from the Endorsed IPDLN Terms of Reference, November 2019.

